



Friends of  
**WINCHESTER  
CATHEDRAL**



# Online Archive

## Using the online archive

The Friends of Winchester Cathedral Online Archive contains the Friends' annual *Winchester Cathedral Record*. It has been processed to provide a comprehensive search function over the individual articles.

The Search facility within the Archive provides users with the option of entering a specific search query or using the built-in functions provided. Results are displayed as tabular format or thumbnails which may be selected to view the original document or photograph image.

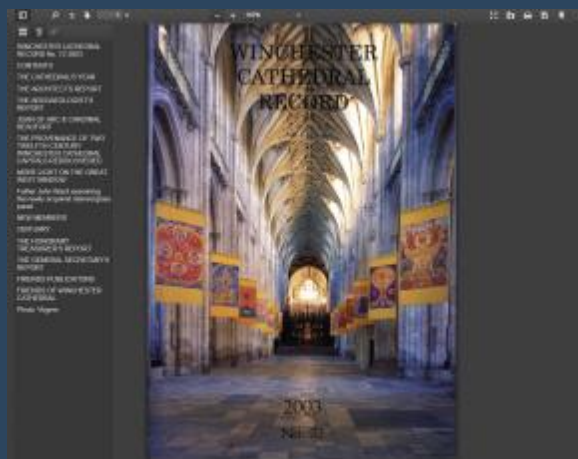


The system uses a browse screen function to enable users to navigate through the Archive. Having opened the Home Page, click on Browse. From this page you can select the required section of the *Record*. Navigation buttons allow you to switch quickly between the browse screens. By clicking on different thumbnails you can open the next screen.

The editions of the *Record* are presented as PDF documents, all of which have been optical character recognised and text extracted to provide a fully searchable archive.

The system provides the user with four options for searching across the Archive: Volume View, Panel View, Search All and Timeline Search. Each option enables users to prepare search criteria to enable precise location of the required information. Brief instructions for each search function, and search restrictions, can be found on the next page.

In addition to the Search Functions, additional text search is available within the PDF itself, which can be accessed by selecting the 'Ctrl' and 'F' keys together. This will open the PDF search box. Enter search criteria in this and any instances will be shown and by selecting the arrows beside the search criteria, the page and text will be displayed. This function is automatically shown in the 'Improved Pdf Viewer', along with the bookmarks for the pdf.



# Search Functions

The system contains four separate search functions to help you locate search requirements across the Archive.

## Volume View

By selecting this option, the system will display all issues of the *Record* in ascending year order. By selecting a required year, the system will automatically display articles extracted from that issue. You can check the text from the article by selecting the Quill symbol. To view just the pages from the *Record* for the required article, select the Scroll symbol. To view a complete *Record*, select the Book symbol.



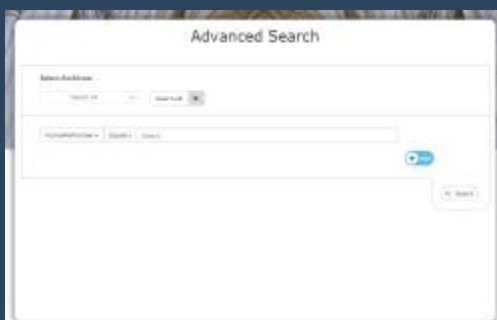
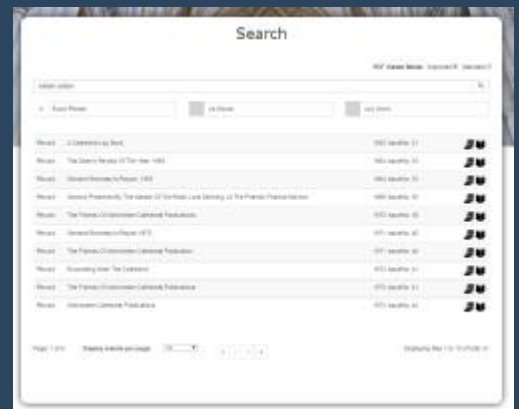
## Panel View

By selecting this option, the system will display the Search function. You can enter criteria using the in-built options Year From, Year To, Category and Publication, the user can then enter free text criteria in both the Title and Bodytext fields. Once the search criteria have been entered, select the Search button and results will be returned in tabular format. Check the text from the article by selecting the Quill symbol. To view just the pages from the *Record* for the required article, select the Scroll symbol. To view the full issue, select the Book symbol.



## Search All

By selecting this option, the system will open the Search All Screen. This route allows for any search criteria to be entered with the option of selecting Exact Phrase which will search across all the archives to locate any search criteria as entered; e.g. 'William Walker' will search only for matching text as William Walker. Select All Words and the system will search across all archives to locate any search criteria where each word, entered in the search criteria is located in the same article, e.g. William and Walker. Select Any Word and the system will search for instances where either William or Walker appears in the item. Both images and documents will be displayed. Selecting the View option will either open the photograph in the built-in viewer or open the PDF file.



## Advanced Search

Selecting this option will open the Advanced Search screen. This function allows you to place searches across the archive using one or more search criteria. Select the required Archive from the Select Archives option box. Once selected, the search options will appear. Select the type of search criteria required (Bodytext, Category, Year From, Year To, etc). and then select the options (Contains, Does Not Contain, etc). To add additional Search Options, select the Add button. This will then display an additional criteria section.

Using this function would enable the user to search for a time scale of, say, 1950 to 1960, select a Category and enter text criteria.

Experimenting with the Search functions and options, will establish the best way for results to be found.

Throughout the archive, the option to view Improved PDF Viewer Mode or Standard PDF Viewer Mode is provided. The default setting is Improved PDF Viewer which displays the PDF with bookmarks. By selecting the Standard PDF Mode the system will open the PDF file. In addition, both options will display search criteria and highlight text.